

SENIOR PUBLIC WORKS MAINTENANCE WORKER

DEFINITION

Under general supervision, to provide technical and functional supervision over assigned public works maintenance personnel; to assist in administrative duties of division; to perform skilled street maintenance work, including traffic signal, sign, markings, and street light maintenance; and to perform related work as required.

CLASS CHARACTERISTICS

This is the advanced journey level class within the Public Works Maintenance Worker series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, and complexity of duties assigned. Employees perform the most difficult and responsible types of technical duties assigned to classes within this series including performing technically complex maintenance duties related to area of assignment, performing the majority of duties with heavy equipment and/or providing technical and functional supervision over assigned staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

EXAMPLES OF DUTIES (Illustrative Only)

- Provide technical and functional supervision over assigned public works maintenance personnel; review work and control quality of work; assist in completing employee evaluations.
- Assist in developing work plans, procedures, and schedules.
- Order supplies and equipment for work projects; maintain records of purchase orders.
- Prepare documentation related to assigned staff, may assist in developing budget figures for division.
- Work effectively with contractors on City approved projects; seek bids and estimates for proposed projects.
- Perform skilled street maintenance, repair, and installation work, including traffic signal, sign, markings, and street light maintenance.
- Handle complaints and answer questions from public.
- Perform emergency repairs as necessary; establish proper traffic control devices in doing such work.
- Operate a variety of heavy equipment such as dump truck, paver, and backhoe.
- Perform minor adjustments on service equipment; maintain tools and equipment in working order.
- Maintain logs of daily activities.
- Act as Public Works Maintenance Supervisor as assigned.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of

- Basic principles of supervision and training.
- Principles and practices of street maintenance; and traffic signal, sign, markings, and street light maintenance.
- Principles and practices of safe work and driving.
- Pertinent division rules and procedures.
- Pertinent traffic laws related to area of assignment.

Skill in

- Overseeing, assisting, and training assigned staff.
- Overseeing and participating in street maintenance and other public works projects.
- Working with contractors on City approved projects.
- Operating heavy equipment skillfully and safely.
- Performing complex public works maintenance duties.
- Performing heavy manual labor.
- Dealing tactfully with the public.
- Understanding and following oral and written instructions.
- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining effective working relationships with those contacted in the course of work.

A typical way of gaining the knowledge and skills outlined above is:

- Four years of responsible street maintenance experience. Traffic signal, sign, markings, and street light maintenance experience desirable.
- Equivalent to the completion of the twelfth grade.

LICENSES AND CERTIFICATES

Possession of, or ability to obtain, a valid California driver's license. May be necessary to obtain specialized license or certificate related to area of assignment as required by the position.

PHYSICAL DEMANDS

Mobility to traverse sometimes uneven terrain, periodically standing, stooping, bending, climbing, kneeling, twisting and reaching while operating equipment and performing maintenance activities; may be exposed to constant vibration of equipment for prolonged periods of time; may be required to work multiple shifts during emergencies, seasonally caused circumstances, or special projects; vision to read handwritten and printed materials and a computer screen; color vision to inspect electrical wiring; hearing and speech to communicate in person and by telephone; manual dexterity to operate tools, cameras, computers, and to grasp tools, and inspect electrical devices; perform heavy manual labor; ability to lift and carry items weighing up to 50 pounds such as tools, equipment, files, books or boxes of paper for distances up to 100 feet. Requires operating a vehicle and traveling to

various work sites throughout the city which may involve exposure to traffic, weather conditions, above-average noise, machinery hazards, and herbicides/pesticides.

FLSA: NE

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.